

# A Guide to MLA Documentation



## Works Cited

The following are examples of materials commonly used in Works Cited lists, but do not represent all resource types. For citing sources not mentioned here, consult the seventh edition of the *MLA Handbook for Writers of Research Papers*, published by the Modern Language Association of America, on Reserve at the Library Circulation Desk.

Center the title (Works Cited) an inch from the top of the page and double-space between the Works Cited title and the first entry. Set all margins at one inch. Begin each entry at the left margin and indent any subsequent line(s) one-half inch. Double-space the entire list, both between and within entries. Alphabetize the entries by the author's last name or, in the absence of an author, by the title, ignoring any initial *A*, *An*, or *The*. Italicize the title and subtitle of each entry. Capitalize the first word of the title and subtitle of each work, plus the following parts of speech: nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions.

Citation examples included in this "Guide to MLA Documentation" are excerpted from the *MLA Handbook for Writers of Research Papers*.

### PRINT MATERIALS - BOOKS

When citing the place of publication, provide only the city and not the state. For books published in foreign cities, add an abbreviation of the country only if the name of the city is ambiguous (e.g. Manchester, Eng.). When stating the publisher, omit articles (*A*, *An*, *The*), business abbreviations (*Co.*, *Inc.*, *Ltd.*), and company descriptions (*Press*, *Publishers*, *House*, *Books*). However, always add the abbreviation *P* when citing university presses. If several cities are given, state only the first. Also, shorten publishers' names, as in the following examples:

ALA	(in place of)	American Library Association
Anansi	"	Anansi Press
Basic	"	Basic Books
Cambridge UP	"	Cambridge University Press
Knopf	"	Alfred A. Knopf, Inc.
Little	"	Little, Brown, and Company, Inc.
McGraw	"	McGraw-Hill, Inc.
U of Chicago P	"	University of Chicago Press

If a book is published by a publisher's imprint (special division), state the imprint and follow it with a hyphen and the name of the publisher. For example, the citation for a book published by Vintage Books, an imprint of Random House, Inc., would be: Vintage-Random. After the publisher, state the year of publication and the medium of publication – Print.

Occasionally not all of the publication information (publisher, place of publication, date of publication) about a book is included in the book. If you have identified any of the missing information from another source, place that information in square brackets – e.g., [2007]. For information you cannot supply, use the following abbreviations:

n.p.	No place of publication given
n.p.	No publisher given
n.d.	No date of publication given

For example:

NO PLACE

N.p.: U of Gotham P, 2008.

NO PUBLISHER

New York: n.p., 2008.

NO DATE

New York: U of Gotham P, n.d.

- **A Book by a Single Author**

Wrigley, Owen. *The Politics of Deafness*. Washington: Gallaudet UP, 1996. Print.

- **A Book by 2 or 3 Authors**

Booth, Wayne C., Gregory G. Columb, and Joseph M. Williams. *The Craft of Research*.

Chicago: U of Chicago P, 1995. Print.

Eggin, Suzanne, and Diana Slade. *Analysing Casual Conversation*. London: Cassell, 1997. Print.

- **A Book by 4 or More Authors**

Prochaska, James, et al. *Changing for Good*. New York: Morrow, 1994. Print.

- **A Book with an Editor**

Haugen, David, and Susan Musser, eds. *Education*. Detroit: Greenhaven, 2009. Print.

Higgins, A. J., and Jack R. Snyder, eds. *The Equine Manual*. 2<sup>nd</sup> ed. Edinburgh: Elsevier,

2006. Print.

If there is both an author and an editor, the author's name is stated first, and the editor's name follows the title, with *Ed.* preceding the editor's name.

Lawrence, D. H. *The Letters of D. H. Lawrence*. Ed. James T. Boulton. 8 vols. New York: Cambridge

UP, 1979-2000. Print.

- **Two or More Books by the Same Author**

Borroff, Marie. *Language and the Past*. Chicago: U of Chicago P, 1979. Print.

---, ed. *Wallace Stevens: A Collection of Critical Essays*. Englewood Cliffs: Prentice, 1963. Print.

- **A Book by a Corporate Author**

American Medical Association. *The American Medical Association Handbook of First Aid and*

*Emergency Care*. Rev. ed. New York: Random, 1990. Print.

- **A Book with a Government as Author**

If you do not know the name of the author of a government publication, cite as author the name of the government agency that issued it. State the name of the government, followed by the name of the agency, using an abbreviation if the context makes it clear. The following are examples of how the author information is presented:

California. Dept. of Industrial Relations.

United States. Cong. House.

---. ---. Senate.

---. Dept. of Health and Human Services.

- **A Book with No Author or Editor**

*Comprehensive Guide to Bar Admission Requirements, 1991-92*. Chicago: ABA, 1991. Print.

- **A Book Published in a Subsequent Edition**

Hyde, Margaret O., and Elizabeth Held Forsyth. *Suicide: The Hidden Epidemic*. Rev. ed. New York: Watts, 1986. Print.

Tordoff, William. *Government and Politics in Africa*. 2<sup>nd</sup> ed. Bloomington: Indiana UP, 1993. Print.

- **A Book with Multiple Publishers**

Motherwell, Robert. *Reconciliation Elegy*. Geneva: Skira; New York: Rizzoli, 1980. Print.

- **A Book in Translation**

Homer. *The Odyssey*. Trans. Mark Atherton. New York: Penguin, 2001. Print.

- **A Book in a Series**

If the book you are citing is part of a series, include the series name and the series number (if any) at the end of the citation. Use common abbreviations.

Neruda, Pablo. *Canto General*. Trans. Jack Schmitt. Berkeley: U of California P, 1991. Print.

Latin American Lit. and Culture 7.

- **A Work in an Anthology or Compilation**

Cavendish, George. "An Epitaph of Our Late Queen Mary." *The New Oxford Book of Sixteenth-Century Verse*. Ed. Emrys Jones. New York: Oxford UP, 1992. 131-34. Print.

If the work in the anthology was originally published independently, italicize its title, rather than putting it in quotation marks. If you know the date of the original publication, state the year after the title of the work.

Douglass, Frederick. *Narrative of the Life of Frederick Douglass, an American Slave*,

*Written by Himself*. 1845. *Classic American Autobiographies*. Ed. William L. Andrews and Henry Louis Gates, Jr. New York: Lib. of Amer., 2000. 267-368. Print.

To cite a previously published article in a book collection, include the information for the original publication and add "Rpt. in" (Reprinted in), the title of the collection, and the new publication information.

Holladay, Hillary. "Narrative Space in Ann Petry's *Country Place*." *Xavier Review* 16 (1996): 21-35. Rpt. in *Twentieth-Century Literary Criticism*. Ed. Linda Pavlovski and Scott Darga. Vol. 112. Detroit: Gale, 2002. 356-62. Print.

### ● A Multivolume Work

If you used 2 or more volumes of a multivolume work, state the total number of volumes in the work.

Braudel, Fernand. *The Mediterranean and the Mediterranean World in the Age of Philip II*. 2 vols. New York: Harper, 1973. Print.

If you used only one volume of a multivolume work, cite the number of the volume you used.

Braudel, Fernand. *The Mediterranean and the Mediterranean World in the Age of Philip II*. Vol. 1. New York: Harper, 1973. Print.

If the volumes were published over a period of years, give the inclusive dates at the end of the citation. If the work is still in progress, write *to date* after the number of volumes (e.g., 3 vols. to date) and leave a space after the hyphen that follows the beginning date (e.g., 1982- ).

Cassidy, Frederic, and Joan Houston Hall, eds. *Dictionary of American Regional English*. 4 vols. to date. Cambridge: Belknap-Harvard UP, 1985- . Print.

Lawrence, D. H. *The Letters of D. H. Lawrence*. Ed. James T. Boulton. 8 vols. New York: Cambridge UP, 1979-2000. Print.

### ● An Article in a Reference Book

Treat an encyclopedia article or a dictionary article as you would a piece in a collection. If the article is signed, state the author's name; if it is unsigned, give the title first. If the encyclopedia or dictionary arranges its articles alphabetically, you may omit the volume and page numbers. When citing widely used reference books, especially those that appear in new editions, do not give the publisher or place of publication; when citing less familiar reference works, give full publication information.

Allen, Anita L. "Privacy in Health Care." *Encyclopedia of Bioethics*. Ed. Stephen G. Post. 3<sup>rd</sup> ed. Vol. 4. New York: Macmillan-Thomson, 2004. Print.

Karan, Pradyumma P., and Leo E. Rose. "Nepal." *The New Encyclopaedia Britannica: Macropaedia*. 15<sup>th</sup> ed. 1995. Print.

If you are citing a specific definition, among several, add the abbreviation *Def.* ("Definition") and the appropriate designation (e.g., number, letter).

"Noon." *Def.* 4b. *The Oxford English Dictionary*. 2<sup>nd</sup> ed. 1989. Print.

## PRINT MATERIALS – PERIODICALS

Omit *the*, *an*, or *a* as an introductory word in the title of a periodical. When citing the date of a magazine or newspaper that includes day, month, and year, place the day before the month, e.g. 21 Feb. 1995. For articles from scholarly journals, state only the year. The page numbers of the article follow the colon in the citation. If an article is not printed on consecutive pages, cite only the first page number, followed by a +.

- **An Article in a Scholarly Journal** (include issue number after volume number, separated by a period)

Diamond, Peter A. "Proposals to Restructure Social Security." *Journal of Economic Perspectives* 10.3 (1966): 67-88. Print.

- **An Article in a Scholarly Journal That Uses Only Issue Numbers**

Kafka, Ben. "The Demon of Writing: Paperwork, Public Safety, and the Reign of Terror." *Representations* 98 (2007): 1-24. Print.

- **An Article in a Magazine Published Every Week or Every Two Weeks**

Do not state the volume and issue numbers, even if they are listed.

McEvoy, Dermot. "Little Books, Big Success." *Publishers Weekly* 30 Oct. 2006: 26-28. Print.

- **An Article in a Magazine Published Every Month or Every Two Months**

Do not state the volume and issue numbers, even if they are listed.

Wernick, Robert. "Rising from the Sea, the Mysterious Handwork of Giants." *Smithsonian* Sept. 1996: 62+. Print.

- **An Article in a Newspaper**

If the city of publication is not included in the name of a locally published newspaper, add the city in square brackets (not italicized) after the name, e.g. *Star-Ledger* [Newark]. For nationally published newspapers (e.g., *Wall Street Journal*), do not add the city of publication. Do not give the volume and issue number, even if they are listed. Next, give the complete date – day, month, and year – with the month abbreviated. If an edition is named on the masthead, add a comma after the date and specify the edition (e.g. late ed., natl. ed.). Next, after a colon, state the page number(s). Some newspapers designate sections with letters. If the sections are paginated separately and if the page numbers

include the letter, give the letter and the page number in the citation.

Jeromack, Paul. "This Once, a David of the Art World Does Goliath a Favor." *New York Times*

13 July 2002, late ed.: B7+. Print.

If a section is paginated separately and given a section number or letter, but the section designation is not part of each page number, put a comma after the date (or after the edition, if any) and add the abbreviation *sec.*, the appropriate section letter or number, a colon, the page number(s), and the medium of publication.

Haughney, Christine. "Women Unafraid of Condo Commitment." *New York Times* 10 Dec. 2006, late

ed., sec. 11: 1+. Print.

For sections paginated separately and designated only by title, not by number or letter, give the title before the abbreviation *sec.*

Dwyer, Jim. "Yeats Meets the Digital Age, Full of Passionate Intensity." *New York Times* 20 July

2008, early ed., Arts and Leisure sec.: 1+. Print.

- **A Review**

Updike, John. "No Brakes." Rev. of *Sinclair Lewis: Rebel from Main Street*, by Richard

Lingeman. *New Yorker* 4 Feb. 2002: 77-80. Print.

- **An Editorial**

Gergen, David. "A Question of Values." Editorial. *US News and World Report* 11 Feb. 2002: 72. Print.

If the editorial is unsigned, begin the citation with the title of the piece.

- **A Letter to the Editor**

Safer, Morley. Letter. *New York Times* 31 Oct. 1993, late ed., sec. 2: 4. Print.

## WEB PUBLICATIONS

Current MLA guidelines do not require the inclusion of a URL in the citation of an electronic resource. Include it only if you believe your reader might have trouble locating the source without it. If you use a URL, state it immediately following the date of access, a period, and a space. Enclose the URL in angle brackets, and conclude with a period.

- **A Nonperiodical Publication**

Most works on the Web are nonperiodical – i.e., they are not released on a regular schedule. Websites sponsored by newspapers and magazines are generally nonperiodical. Two types of sources that fall into this category are: (a) a work cited only on the Web, and (b) a work on the Web cited with print publication data.

## A. A Work Cited Only on the Web

An entry for a nonperiodical publication on the Web usually contains most of the following components, in order:

1. Name of the author, editor, or compiler of the work
2. Title of the work (in quotation marks; or, if the work is independent, in italics)
3. Title of the overall website (italicized), if distinct from item #2
4. Version or edition used, if any
5. Publisher or sponsor of the site; if not available, use *N.p.*
6. Date of publication (day, month, year – e.g., 24 Oct. 2008); if not available, use *n.d.*
7. Medium of publication (Web)
8. Date of access (day, month, year)

Each item is followed by a period, except the publisher or sponsor, which is followed by a comma. Untitled works may be identified by a genre label (e.g., Home page, Introduction, Online posting), neither italicized nor enclosed in quotation marks, in the place where the title goes.

Committee on Scholarly Editions. "Guidelines for Editors of Scholarly Editions." *Modern*

*Language Association*. MLA, 25 Sept. 2007. Web. 15 Oct. 2008.

"de Kooning, Willem." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2008. Web. 15 May 2008.

Lessig, Lawrence. "Free Debates: More Republicans Call on RNC." *Lessig 2.0*. N.p., 4 May 2007. Web. 13 Mar. 2008.

Liu, Alan, ed. Home page. *Voice of the Shuttle*. Dept. of English, U of California, Santa Barbara, n.d. Web. 15 May 2008.

"The Scientists Speak." Editorial. *New York Times*. New York Times, 20 Nov. 2007. Web. 15 May 2008.

Tyre, Peg. "Standardized Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. Web. 15 May 2008.

"Utah Mine Rescue Funeral." *CNN.com*. Cable News Network, 21 Aug. 2007. Web. 21 Aug. 2007.

## B. A Work on the Web Cited with Print Publication Data

If the nonperiodical work you are citing also appeared/appears in print, you may determine that it is important to include any bibliographic data for the print publication that is available. A book that was scanned onto the Web, for instance, is usually cited in this way. Begin the entry with the relevant facts about the print publication, followed by:

1. Title of the database or Web site (italicized)
2. Medium of publication (Web)
3. Date of access (day, month, year)

If you need to cite pages (e.g., an entry in an anthology or collected works) and there are none listed, use *N. pag.*

The following are examples of entries for nonperiodical publications on the Web that have a previous or concurrent publication in print.

Bierce, Ambrose. "Academy." *The Devil's Dictionary. The Collected Works of Ambrose Bierce.*

Vol. 7. New York: Neale, 1911. N. pag. *The Ambrose Bierce Project.* Web. 15 May 2008.

Cascardi, Anthony J. *Ideologies of History in the Spanish Golden Age.* University Park:

Pennsylvania State UP, 1997. *Penn State Romance Studies.* Web. 12 Mar. 2007.

You may add supplementary information about the database or Web site (such as the name of its editor, sponsor, or publisher) following its name.

Ovid. *Metamorphoses.* Trans. Arthur Golding. London, 1567. *The Perseus Digital Library.*

Ed. Gregory Crane. Tufts U. Web. 12 Mar. 2007.

#### ● A Scholarly Journal

Some scholarly journals exist only in electronic form on the Web, while others appear both in print and on the Web. This section addresses journals published independently on the Web; periodicals collected in online databases are covered in the next section. To cite a work in a scholarly journal on the Web, begin the entry as you would a work in a print periodical, but do not give *Print* as the medium of publication. A periodical publication on the Web may not include page numbers; in such cases, use *n. pag.* Conclude the entry with the medium of publication (Web) and the date of access (day, month, year).

Landauer, Michelle. "Images of Virtue: Reading, Reformation and the Visualization of Culture in

Rousseau's *La nouvelle Héloïse.*" *Romanticism on the Net* 46 (2007): n. pag. Web. 8 Nov. 2007.

Ouellette, Marc. "Theories, Memories, Bodies, and Artists." Editorial. *Reconstruction* 7.4 (2007):

n. pag. Web. 5 June 2008.

Shah, Parilah Mohd, and Fauziah Ahmad. "A Comparative Account of the Bilingual Education

Programs in Malaysia and the United States." *GEMA Online Journal of Language Studies* 7.2

(2007): 63-77. Web. 5 June 2008.

#### ● A Periodical Publication in an Online Database

To cite a work from a periodical publication in an online database, follow the guidelines for a work from a print periodical. However, add the name of the database (in italics) before the medium of

publication (Web), and conclude with the date of access. A periodical article on the web may not include page numbers. If possible, give the inclusive page numbers or, when pagination is not continuous, the first page number and a plus sign. If pagination is not available, use *n. pag.*

Chan, Evans. "Postmodernism and Hong Kong Cinema." *Postmodern Culture* 10.3 (2000): n. pag.

*Project Muse*. Web. 5 June 2008.

Evangelista, Stefano. Rev. of *Victorian and Edwardian Responses to the Italian Renaissance*, ed. John

E. Law and Lene Ostermark-Johansen. *Victorian Studies* 46.4 (2006): 729-31. *Academic Search Premier*. Web. 12 Mar. 2007.

Richardson, Lynda. "Minority Students Languish in Special Education System." *New York Times*

6 Apr. 1994, late ed.: A1+. Pt. 1 of a series, *A Class Apart: Special Education in New York City*. *LexisNexis*. Web. 15 Aug. 2007.

## OTHER SOURCES

### ● A Brochure or Pamphlet

Treat a brochure or pamphlet as you would a book.

Modern Language Association. *Language Study in the Age of Globalization: The College-Level Experience*. New York: MLA, n.d. Print.

### ● A Lecture, a Speech, an Address, or a Reading

For an oral presentation, state the speaker's name; the title of the presentation (if known), in quotation marks; the meeting and the sponsoring organization (if applicable); the location; and the date. Use an appropriate descriptive label (e.g., Address, Lecture, Keynote speech, Reading), neither italicized nor in quotation marks, to indicate the form of delivery.

Alter, Robert, and Marilynne Robinson. "The Psalms: A Reading and Conversation." 92nd Street Y, New York. 17 Dec. 2007. Reading.

Matuozzi, Robert. "Archive Trauma." *Archive Trouble*. MLA Annual Convention. Hyatt Regency, Chicago. 29 Dec. 2007. Address.

### ● An Interview

For the purposes of documentation, there are two types of interviews: those published or broadcast, and those conducted by the researcher.

Begin with the name of the person interviewed. If the interview is part of a publication, recording, or program, enclose the title of the interview, if any, in quotation marks; if the interview was published

independently, italicize the title. If the interview is untitled, use the descriptive label *Interview*, neither italicized nor enclosed in quotation marks. The interviewer's name may be added, if known. Conclude with the appropriate bibliographic information and the medium of publication.

Blanchett, Cate. "In Character with: Cate Blanchett." *Notes on a Scandal*. Dir. Richard Eyre.

Fox Searchlight, 2006. DVD.

Breslin, Jimmy. Interview by Neal Conan. *Talk of the Nation*. Nat'l. Public Radio. WBUR, Boston.

26 Mar. 2002. Radio.

Gordimer, Nadine. Interview. *New York Times* 10 Oct. 1991, late ed.: C25. Print.

Wiesel, Elie. Interview by Ted Koppel. *Nightline*. ABC. WABC, New York. 18 Apr. 2002. Television.

To cite an interview on the Web, end with the date of access.

Antin, David. Interview by Charles Bernstein. *Dalkey Archive Press*. Dalkey Archive P, n.d. Web.

21 Aug. 2007.

To cite an interview that you conducted, give the name of the person interviewed, the kind of interview (*Personal interview*, *Telephone interview*, *E-mail interview*), and the date(s).

Pei, I. M. Personal interview. 22 July 1993.

Reed, Ishmael. Telephone interview. 10 Dec. 2007.

## Parenthetical Documentation

The Works Cited list alone does not provide sufficiently detailed information about the material you borrowed for your paper (other people's words, ideas, or facts that are not common knowledge). You must indicate not only what sources you used, but also exactly what you derived from each source and where in the work you found the material. This is accomplished by inserting a brief parenthetical reference to acknowledge the material – commonly the author's last name and a page reference.

For example:

Medieval Europe was a place both of "raids, pillages, slavery, and extortion" and of "traveling merchants, monetary exchange, towns if not cities, and active markets in grain" (Townsend 10).

The above parenthetical reference (Townsend 10) indicates that the quotation comes from page 10 of the work by Townsend in your Works Cited list:

Townsend, Robert M. *The Medieval Village Economy*. Princeton: Princeton UP, 1993. Print.

If you include an author's name in the sentence of your paper, you need not repeat the name in the parenthetical page citation. For example:

This point has already been argued (Tannen 178-85).

Tannen has argued this point (178-85).

Parenthetical references in the text of your paper must point clearly to the sources in your list of works cited. Typically the parenthetical documentation information begins with the author's last name and is followed by the page number(s), e.g. (Patterson 183-85). If there are 2 or 3 authors, give the last name of each person listed, e.g. (Rabkin, Greenberg, and Olander 14). If the work has more than 3 authors, give the first author's last name followed by *et al.*, e.g. (Lauter et al. 2425-33). If there is a corporate author, use its name (shortened or in full), e.g. (Nat'l. Research Council 15). If the work has no stated author and is listed by title, use the title (shortened or in full – and in quotation marks or italicized, as it appears in the Works Cited list, e.g. (*Octavian* 232) or (“Snowy Owl” 75). If the list contains more than one work by an author, add the cited title (shortened or in full) after the author's last name, e.g. (Frye, *Anatomy* 137).

Identify the location of the cited material as specifically as possible. For sources that use page numbering, give the relevant page number or numbers. If you cite from more than one volume of a multivolume work, give the volume and page number(s), e.g. (Wellek 2: 1-10). In a literary work it is helpful to give information other than, or in addition to, the page number – part, chapter, and/or stanza number, e.g. (Dostoevsky 23; pt.1, ch. 1); or number of the act, scene, and line of a play, e.g. (Shakespeare 1.5.17). You may omit page numbers when citing complete works.

When a source has no page numbers or any other kind of reference numbers (e.g., paragraph numbers), no number can be given in the parenthetical reference. The work must be cited in its entirety, though you may indicate in the text of your paper an appropriate location of the cited passage (e.g., “in the final third of his article, Jones argues for a revisionist interpretation.”

Whenever you can, take material from the original source, not a secondhand one; sometimes, however, the original source is not available. If what you quote or paraphrase is itself a quotation, put the abbreviation *qtd. in* (quoted in) before the indirect source you cite in your parenthetical reference. For example:

Samuel Johnson admitted that Edmund Burke was an “extraordinary man” (qtd. in Boswell 2: 450).

#### Works Cited

Boswell, James. *The Life of Johnson*. Ed. George Birkbeck Hill and L. F. Powell. 6 vols. Oxford: Clarendon, 1934-50. Print.

To parenthetically document types of sources not mentioned above, consult the *MLA Handbook for Writers of Research Papers* (from which this document is excerpted) on Reserve at the Circulation Desk in the Library.